



# THE OJAI RETREAT

*a hilltop getaway with panoramic views*

## READING ROOM / QUIET ROOM RENTAL

### Fees and Information

#### Fees:

#### Weekdays:

#### Weekends:

**Mon-Thurs 11 am -5 pm**

**Fri-Sun 11 am -5 pm**

Rate per hour for the first two hours:	\$ 50.00	\$ 60.00
Hours 3 and 4 @:	\$ 35.00	\$ 45.00
Max rental time per event 4 hours:	\$ 170.00	\$ 210.00

- No charge for ½ hour set up before the event and ½ hour take-down after the event.
- If the Ojai Retreat staff is needed for set up and clean up, an hourly rate of \$20-\$35 per person will apply (depending on tasks).
- A damage/cleaning deposit of \$200 will be added to the rental fee. It will be returned no more than one week after the event if venues were left as they were found, no damages were incurred, and the departure times were respected. - If the departure times were not respected, we will retain \$100 of the deposit for the first hour overtime and \$100 for each additional hour. We hope that you understand this strict policy. We need to guarantee the time of use of this room to our guests. Thank you.
- If cancelled 7+ days before the event, 100% refund minus \$50 administrative fees.  
If cancelled 6 days or less before the event, no refund.
- NO SMOKING, NO VAPING, NO CHILDREN UNDER 12 & NO PETS PLEASE. There will be fees charged if these policies are not adhered to.
- Separate event insurance must be purchased naming the Ojai Retreat as additional insured

#### Information:

- The rental party is responsible for the set-up of the room for the event and for the removal of the chairs and tables and clean up after the event.
- Due to our retreat setting with bedrooms on site, ONLY GROUPS WITH QUIET ACTIVITIES ARE ACCEPTED. The rental party informs The Ojai Retreat about their activities before signing the contract.
- The Ojai Retreat kitchen may not be used except for food storage.
- The rental party is responsible for advertising and must mention clearly on flyers and ads who the organizing party is. It must be obvious for the reader to understand that The Ojai Retreat is the place where the event takes place, but that The Ojai Retreat is not the organizing party. Flyers must be approved by The Ojai Retreat.
- Easels, sound equipment, tables, and chairs may be borrowed from the Retreat at no additional cost. Rental party sets them up and takes them down.
- All trash, recycling & compost must be deposited in bins behind the fireplace on the Mountain View Patio.
- The Quiet Room has the capacity to hold 8-12 people.
- Please: no food *or* beverages are allowed in the Quiet Room.
- Please use the restroom downstairs on the ground floor, accessible from the outside patio of the Main House. The restroom upstairs is reserved for guests of the Topa Topa and Cozy rooms ONLY.
- Square footage of Quiet Room: 31' x 11' (341 square feet).

AGREEMENT 

# QUIET ROOM RENTAL AGREEMENT

This rental agreement is effective upon signing, dating and full payment of the rental fee.

## **Rental Party's Information:**

First and last name of person responsible for this contract:

\_\_\_\_\_

Name of organization: \_\_\_\_\_

Address: \_\_\_\_\_

Cell number: \_\_\_\_\_

Email address: \_\_\_\_\_

## **Event Information:**

Date of Event: \_\_\_\_\_

Nature of Event: \_\_\_\_\_

Start time: \_\_\_\_\_

End time: \_\_\_\_\_

## **Fees:**

Rental fee up to 40 people \$ \_\_\_\_\_

Rental fee for 41-80 people \$ \_\_\_\_\_

Deposit for possible damage, clean-up, overtime \$ \_\_\_\_\_

Total fees \$ \_\_\_\_\_

Applicable discount \$ \_\_\_\_\_

**Total due:** \$ \_\_\_\_\_

## **Rental party's signature and date:**

\_\_\_\_\_  
"I agree with all the fees & information on page 1"

\_\_\_\_\_  
Date

## **Ojai Retreat's signature and confirmation of payment:**

We have received full payment of \$ \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

